



April 27, 2018
Response to EEO Audit

This letter responds to an EEO audit letter, dated February 26, 2018 (“EEO Audit Letter”), from the FCC’s Media Bureau to Broadway Media LS, LLC (“Licensee”), the licensee of KUUU(FM), South Jordan, Utah (FIN 37876). The following response is submitted on behalf of the employment unit consisting of KUUU(FM) as well as KALL(AM), North Salt Lake City, Utah (FIN 23480); KEGA(FM), Oakley, Utah (FIN 89255); KOVO(AM), Provo, Utah (FIN 65665); KUDD(FM), American Fork, Utah (FIN 59034); KXRK(FM), Provo, Utah (FIN 406); and KYMV(FM), Woodruff, Utah (FIN 81867) (together, the “Unit” or “Stations”). The responses below are associated with the specific questions in the EEO Audit Letter.

3. Audit Data Requested.

(a) Copies of the Unit’s two most recent EEO public file reports, described in Section 73.2080(c)(6). For any stations in the Unit that have websites, provide each web address. If the Unit’s most recent EEO public file report is not included on or linked to on each of these websites, indicate each station involved and provide an explanation of why the report is not so posted or linked, as required by Section 73.2080(c)(6). In accordance with Section 73.2080(c)(5)(vi), provide the date of each full-time hire listed in each report provided. If the unit does not have its own website, but its corporate site contains a link to a site pertaining to the unit, then the unit’s most recent EEO public file report must be linked to either the unit’s site or the general corporate site, pursuant to 47 C.F.R. § 2080(c)(6).

Copies of the Unit’s two most recent EEO public file reports for the period covering June 1, 2015 to May 31, 2016 (“2015-2016 Reporting Period”) and June 1, 2016 to May 31, 2017 (“2016-2017 Reporting Period”) (the 2015-2016 Reporting Period and the 2016-2017 Reporting Period, together, the “Audit Period”) are attached hereto as Exhibit 1 and Exhibit 2, respectively.

Each of the Stations have websites and the web addresses are as follows:

KUUU(FM) - <https://u92slc.com/>
KALL(AM) - <https://espn700sports.com/>
KEGA(FM) - <https://1015theeagle.com/>
KOVO(AM) - <https://espn960sports.com/>
KUDD(FM) - <https://mix1051utah.com/>
KXRK(FM) - <https://x96.com/>
KYMV(FM) - <https://rewind1007.com/>

The current EEO public file report is posted on the above-referenced websites.

The date of each full-time hire during the 2015-2016 Reporting Period is listed below:

<u>Job Title</u>	<u>Date of Hire</u>
Sales	10/12/2015
Sales	03/01/2016
Sales	04/01/2016
Sales	05/23/2016
Broadcast IT Admin	08/10/2015
Promotions Director	05/06/2015
On Air Personality	03/21/2016
Sales	09/01/2016
General Manager	05/01/2016

The date of each full-time hire during the 2016-2017 Reporting Period is listed below:

<u>Job Title</u>	<u>Date of Hire</u>
Account Executive	08/08/2016
General Manger	10/17/2016
On Air Personality	12/19/2016
On Air Personality	01/01/2017
Office Manager	09/01/2016

(b) For each Unit full-time position filled during the period covered by the above EEO public file reports, or since your acquisition of the Station, if after that period, dated copies of all advertisements, bulletins, letters, faxes, e-mails, or other communications announcing the position, as described in Section 73.2080(c)(5)(iii). However, to reduce your burden of responding to this audit, if you have sent a job notice to multiple sources, you may send us only one copy of each such notice, along with a list of the sources to which you have sent the notice. In addition, indicate in your response whether you retain copies of all notices sent to all sources used, as required by Section 73.2080(c)(5)(iii). For on-air ads that aired multiple times, you may send us one log sheet indicating when the ad aired and tell us the other times it aired instead of providing multiple log sheets. Also, tell us whether you have retained all the log sheets for each time the ad aired. We may ask for them for verification, but you need not provide them at this time. Include, however, copies of all job announcements sent to any organization (identified separately from other sources) that has notified the Unit that it wants to be notified of Unit job openings, as described in Section 73.2080(c)(1)(ii).

The Unit sent notices for each full-time vacancy during the Audit Period to all of the recruitment sources listed in the Unit's EEO public file reports for the Audit Period (see Exhibit 1 and Exhibit 2). In addition, attached as Exhibit 3 is a list of containing additional recruitment that were sources used to fill full-time vacancies as well as a sample notice for each vacancy notice that was distributed by the Unit to the recruitment sources for each full-time position filled at the Stations during the Audit Period.

(c) In accordance with Section 73.2080(c)(5)(v), the total number of interviewees for each vacancy and the referral source for each interviewee for all full-time Unit vacancies filled during the period covered by the above-noted EEO public file reports.

The total number of interviewees for each vacancy for the Audit Period, the referral sources for the interviewees, and the list of referral sources are provided in the Unit's EEO public file reports for the Audit Period (see Exhibit 1 and Exhibit 2).

(d) Documentation of Unit recruitment initiatives described in Section 73.2080(c)(2) during the periods covered by the above-noted EEO public file reports, such as participation at job fairs, mentoring programs, and training for staff. Specify the Unit personnel involved in each such recruitment initiative. Also, provide the total number of full-time employees of the Unit and state whether the population of the market in which any station included in the Unit operates is 250,000 or more. Based upon these two factors, determine and state whether the Unit is required to perform two or four initiatives within a two-year period, pursuant to Sections 73.2080(c)(2) and (e)(3). If you have performed more than four initiatives, you may provide documentation for only four and summarize the rest instead of providing documentation for all of them. If we believe any of the initiatives you have documented are inadequate, we may ask for more information, but documentation for four is all we need at this time.

The Unit engaged in a number of recruitment initiatives during the Audit Period, including those described below.

The Unit maintains an internship program for local college and university students to acquire skills needed for employment in the broadcast industry. Interns receive academic credit for semester-long internships. During the Audit Period, the Unit had 14 interns working in promotions, operations, and sales.

The Unit also provided training to all staff members on the FCC's EEO and other compliance requirements. The Director of Human Resources reviewed the FCC's EEO recruitment and record keeping requirements and also covered FCC compliance and best practices. Documentation is provided in Exhibit 4.

In addition, the Unit participated in a number of job (SLC Alumni Only Career Fair hosted by University of Utah on June 2, 2015;¹ Fall Job Fair hosted by Salt Lake Community College on September 22, 2015;² Science & Engineering Career Fair on September 22, 2015 and Business & Liberal Arts Career Fair on September 29, 2015 both hosted by University of Utah;³ 2015 Fall Career Fair hosted by Utah State University on October 21, 2015;⁴ Business & Liberal Arts Career Fair hosted by University of Utah on October 4, 2016; Fall Internship and Career

¹ The Unit's participation in this career fair was inadvertently omitted from the relevant EEO public file report.

² *Id.*

³ *Id.*

⁴ *Id.*

Fair hosted by Utah Valley University on October 5, 2016; Fall 2016 Career & Internship Fair hosted by Utah State University on October 25, 2016; Fall Career Fair hosted by Utah State University on October 25, 2016⁵). Documentation is provided in Exhibit 5.

The Unit currently has a total of 86 full-time employees. The population of the market in which the Unit operates is greater than 250,000. As such, the Unit is required to perform four initiatives within a two-year period pursuant to 47 C.F.R. §§ 73.2080(c)(2) and (3)(3).

(e) Disclose any pending or resolved complaints involving the Station filed during the Station's current license term before any body having competent jurisdiction under federal, state, territorial or local law, alleging unlawful discrimination in the employment practices of the Unit on the basis of race, color, religion, national origin, or sex. For each such complaint, provide: (1) a brief description of the allegations and issues involved; (2) the names of the complainant and other persons involved; (3) the date the complaint was filed; (4) the court or agency before which it is pending or by which it was resolved; (5) the file or case number; and (6) the disposition and date thereof or current status. Note that all complaints must be reported, regardless of their status or disposition.

There have been no complaints alleging unlawful discrimination in the employment practices of the Unit during the Stations' current license term.

(f) In accordance with Section 73.2080(b), from the first day of the Station's current license term (or the date the licensee became the owner, if after that date) until the date of this letter, describe the responsibilities of each level of Unit management responsible for implementing Unit EEO policies and describe how the Unit has informed employees and job applicants of its EEO policies and program.

The President of the Licensee oversees all EEO policies and supports diverse hiring. The Human Resources department is responsible for posting full-time positions on multiple platforms to ensure broad reach within the community. Externally, the Unit posts on sources such as Indeed.com, Glass Door, Ziprecruiter.com and locally on KSL.com. Each posting includes a statement affirming the Unit's dedication to being an equal opportunity employer.⁶ All positions are also posted on "Workday," where employees can access all open positions at the Licensee company as well as positions that are open at sister companies. The Hiring Manager is responsible for reviewing all candidates and their qualifications, and coordinates with Human Resources to ensure compliance with the Unit's EEO policies. The Unit's interview questions focus on skill, knowledge and job competency.

(g) In accordance with Section 73.2080(c)(3), from the first day of the Station's current license term (or the date the licensee became the owner, if after that date) until the date of this letter, describe the Unit's efforts to analyze its EEO recruitment program to ensure that it is effective and to address any problems found as a result of such analysis.

⁵ *Id.*

⁶ "Workday" is a cloud-based human resources management software application.

The Unit uses the Workday human resources management system to aid the Unit in analyzing the Unit's EEO and hiring policies. The Unit also examines a breakdown of its workforce as well as the latest census demographic information in its efforts to assess the effectiveness of the Unit's efforts to hire a diverse workforce.

(h) In accordance with Section 73.2080(c)(4), from the first day of the Station's current license term (or the date the licensee became the owner, if after that date) until the date of this letter, describe the Unit's efforts to analyze periodically its measures taken to examine pay, benefits, seniority practices, promotions, and selection techniques and tests to ensure that they provide equal opportunity and do not have a discriminatory effect. If the Unit has one or more union agreements, describe how the Unit cooperates with each union to ensure EEO policies are followed for the Unit's union-member employees and job applicants.

The Unit utilizes Workday's quarterly conversations tool to engage in an open dialogue with employees in order to examine pay, consider promotions and to give employees a voice. This review process allows management and employees to analyze the Unit's EEO and hiring policies and assess areas for improvement. A training session for management is planned for 2018 to work on career pathing with direct reports to encourage upward mobility and provide mentorship to the Unit's employees.

(i) If your entity is a religious broadcaster and any of its full-time employees are subject to a religious qualification as described in Section 73.2080(a) of the rules, so indicate in your response to this letter and provide data as applicable to the Unit's EEO program. For example, for full-time hires subject to a religious qualification, only a record of the hire listed by job title and date filled, the recruitment sources used for the opening, and the source of the hiree must be provided. No other records are required for those hires. If five or more full-time positions are not subject to a religious qualification, the licensee must maintain and provide all records for such hires and complete the initiatives required under Section 73.2080(c)(2). Otherwise, a religious broadcaster is not required to perform these initiatives.

The Unit is not a religious broadcaster.

4. Time Brokerage.

The Unit does not broker any broadcast stations.

Please contact the undersigned if you have any questions.

Sincerely,



Blake Beyer, Vice President
Broadway Media LS, LLC

Attachments

EXHIBIT 1

**Annual EEO Public File Report
Broadway Media, LLC**

The purpose of this EEO Public File Report ("Report") is to comply with Section 73.2080(c)(6) of the FCC's 2002 EEO Rule. This Report has been prepared on behalf of the Stations Employment Unit that is comprised of the following station (s): KXRK, KEGA, KYMV, KUDD, KUUV KOVO, KALL AM, KOVO AM and is required to be placed in the public inspection files of these stations, and posted on their websites, if they have websites.

The information contained in this Report covers the time period beginning June 1, 2015 to and including May 31, 2016 (the "Applicable Period").

The FCC's 2002 EEO Rule requires that this Report contain the following information:

1. A list of all full-time vacancies filled by the Station (s) comprising the Station Employment Unit during the Applicable Period;
2. For each such vacancy, the recruitment source(s) utilized to fill the vacancy (including, if applicable, organizations entitled to notification pursuant to Section 73.2080 (c) (1)(ii) of the new EEO Rule, which should be separately identified), identified by name, address, contact person and telephone number;
3. The recruitment source that referred the hiree for each full-time vacancy during the Applicable Period;
4. Data reflecting the total number of persons interviewed for full-time vacancies during the Applicable Period and the total number of interviewees referred by each recruitment source utilized in connection with such vacancies; and
5. A list and brief description of the initiatives undertaken pursuant to Section 73.2080(c)(2) of the FCC rules.

Appendices 1, 2, and 3, which follow, have been designed, in the aggregate, to provide the required information. Please note that the numbers listed on Appendix 2 under the column entitled "Full-time Positions for Which This Source Was Utilized" refer to the number of the full-time job positions listed on Appendix 1.

For the purpose of this Report, a vacancy was deemed "filled" not when the offer was extended but when the hiree accepted the job offer. A person was deemed

“interviewed” whether he or she was interviewed in person, over the telephone or by e-mail.

Appendix 1 to

Annual EEO Public File Report Form

Covering the Period from June 1, 2015 to May 31, 2016

Station(s) Comprising Stations Employment Unit: KXRK, KEGA, KYMV, KUDD, KUUU, KOVO, AM, KALL AM, KOVO AM

Section 1: Vacancy Information

[illegible]

Total Number of Persons Interviews During Applicable Period: 39

Appendix 2 to

Annual EEO Public File Report Form

Covering the Period from May 21, 2013 to May 20, 2014

Station(s) Comprising Station Employment Unit: KXRK, KEGA, KYMV, KUDD,
KUUU, KOVO AM, KALL AM

Section 2: Recruitment Source Information

1	Recruitment Source (Name, Address, Telephone Number, Contact Person)	Total Number of Interviewees This Source Has Provided During This Period (If Any)	Full-time Positions for which This Source was Utilized
2	KSL Classified Job Ads		
3	Station Group Web Site	9	
4	In house posting/reference	14	8
5	Utah Valley State College* 800 W University Parkway Orem, UT 84058 801-863-8253 James Gordan		
6	NAACP* Career Services P.O.Box 25414 Salt Lake City, UT 84125		
7	State Office of Hispanic Affairs* Attn: Susie De La Cruz 324 S State Suite 500 Salt Lake City, UT 84111		

8	Utah Work Force Services* Attn: Janelle Wright 5735 S Redwood Road Taylorsville, UT 84123		
9	University of Utah Career Services* Attn: Amy Michaelson 350 Student Services Bldg SLC, UT 84112		
10	Utah State University Career Services Attn: Trish Glowski 4305 Old Main Hill Logan, UT 84322-4305		
11	Director of Student Services Ogden Weber ATC 200 N. Washington Blvd Ogden, UT 84127		
12	Westminster College Career Center* Attn: Sarah Crowther 1840 S 1300 E Salt Lake City, UT 84105		
13	Radio Ads		
14	Steven Henagar College Attn: Kathy Leany P.O. Box 9428 Ogden, UT 84409		
15	Alliance House, Inc Attn Pak Roskelly 1724 S. Main Street Salt Lake City, UT 84115		
16	Diversity development Attn: Pania Heimuli 17060 West 2100 South Salt Lake City, UT 84199-2922		

17	University of Phoenix Alumni Association Attn: Britt Benner 5251 Green Street Murray, UT 84123		
18	U of U Instructional Media Services Attn: Jeanne Krogen 207 MBH Salt Lake City, UT 84112		
19	Utah State AFL-CIO job Club Attn: Karin Nielsen 2261 S Redwood Rd Ste A Salt Lake City, UT 84119		
20	U of U Center for Ethnic Student Affairs, Attn: Becky McKean 200 S. Central Campus Dr. #318 Salt Lake City, Ut 84112		
21	U of U Disability Services Center Attn: Olga Nadeau 200 South Central Campus Dr #162 Salt Lake City, Ut 84112		
22	U of U Women's Resource Center Attn: Mary Mattfeldt 200 S. Central Campus Dr #293 Salt Lake City Ut 84112		
23	Utah State Office of Rehabilitation 5522 South 3200 West Salt Lake City, UT 84110-7802		
24	ITT Technical Institute Attn: Job Board 920 West Levoy Drive Murray UT 84123		
25	University of Utah		

26	VA Regional Office Attn: Darin Farr 550 Foothill Dr. Suite 202 Salt Lake City, Ut 84108		
27	Ogden Weber Community Action Attn: Shawna Sugihara 3159 Grant Ave Ogden, UT 84401		
28	LDS Employment Services 724 E 2100 South Salt Lake City, UT 84106		
29	Indeed.com	7	1
30	Salt Lake Community College Employment Center 4600 South Redwood Road, Salt Lake City UT 84123		
31	Monster.com	3	
	Careerbuilder.com	6	

*Indicates sources that have requested notification of job openings.

Appendix 3 to

Annual EEO Public File Report Form

Covering the Period June 1, 2015 to May 31, 2016

Station (s) Comprising Station Employment Unit: KXRK, KEGA, KYMV, KUDD,
KUUU, KALL AM, KOVO AM

Section 3: Supplemental (Non-Vacancy Specific) Recruitment Activities Undertaken by Stations

The station group posted to all local colleges and universities an internship program for each semester. The program was posted May 2015 September 2015 December 2015 and January 2016 to all divisions of higher education programs within the state. The interns work for one semester in their area of study to get a better understanding of the broadcast business and school credit. The Radio cluster uses as many interns as possible every semester in the operations area to expose the students the wide range of possibilities of careers that are in the broadcast industry. The radio cluster had 8 interns this past reporting period working in the promotions, operations and sales areas of our business.

On September 8, 2015, the On Air Talent from KXRK did a presentation at Tooele High School. He discussed overall descriptions of careers and explained the schooling/degrees or training required: explained how we use math, English, computers skill, etc. in everything we do.

The station group held a community job fair in conjunction with Utah Broadcaster's Association on Wednesday March 9, 2016 the job fair was held on the University of Utah campus in the student union building from 9am to 1pm. All stations broadcast liners started at the beginning of the month about the job fair, plus information about the job fair was posted on all station web sites and flyers were sent out to all interested community out reach programs. The Human Resource Director manned the booth and helped students and community members with their questions about what opportunities there were in the broadcasting industry. The station group set up a separate table for students looking for opportunities to learn more about what was required to get an internship with our group and the paperwork and procedures to follow and gather to join our group.

EXHIBIT 2

**Annual EEO Public File Report
Broadway Media, LLC**

The purpose of this EEO Public File Report ("Report") is to comply with Section 73.2080(c)(6) of the FCC's 2002 EEO Rule. This Report has been prepared on behalf of the Stations Employment Unit that is comprised of the following station (s): KXRK(FM), KEGA(FM), KYMV(FM), KUDD(FM), KUUU(FM), KOVO(AM), and KALL(AM) and is required to be placed in the public inspection files of these stations, and posted on their websites, if they have websites.

The information contained in this Report covers the time period beginning June 1, 2016 to and including May 31, 2017 (the "Applicable Period").

The FCC's 2002 EEO Rule requires that this Report contain the following information:

1. A list of all full-time vacancies filled by the Station (s) comprising the Station Employment Unit during the Applicable Period;
2. For each such vacancy, the recruitment source(s) utilized to fill the vacancy (including, if applicable, organizations entitled to notification pursuant to Section 7302080 (c) (1)(ii) of the new EEO Rule, which should be separately identified), identified by name, address, contact person and telephone number;
3. The recruitment source that referred the hiree for each full-time vacancy during the Applicable Period;
4. Data reflecting the total number of persons interviewed for full-time vacancies during the Applicable Period and the total number of interviewees referred by each recruitment source utilized in connection with such vacancies; and
5. A list and brief description of the initiatives undertaken pursuant to Section 7302080(c)(2) of the FCC rules.

Appendices 1,2, and 3, which follow, have been designed, in the aggregate, to provide the required information. Please note that the numbers listed on Appendix 2 under the column entitled "Full-time Positions for Which This Source Was Utilized" refer to the number of the full-time job positions listed on Appendix 1.

For the purpose of this Report, a vacancy was deemed "filled" not when the offer was extended but when the hiree accepted the job offer. A person was deemed "interviewed" whether he or she was interviewed in person, over the telephone or by e-mail.

Covering the Period from June 1, 2016 to May 31, 2017

Appendix 2 to

Annual EEO Public File Report Form

Covering the Period from May 21, 2013 to May 20, 2014

Station(s) Comprising Station Employment Unit: KXRK(FM), KEGA(FM), KYMV(FM), KUDD(FM), KUUU(FM), KOVO(AM), and KALL(AM)

Section 2: Recruitment Source Information

1	Recruitment Source (Name, Address, Telephone Number, Contact Person)	Total Number of Interviewees This Source Has Provided During This Period (If Any)	Full-time Positions for which This Source was Utilized
2	KSL Classified Job Ads		5
3	Station Group Web Site		5
4	In house posting/reference		5
5	Utah Valley State College* 800 W University Parkway Orem, UT 84058 801-863-8253 James Gordan		5
6	NAACP* Career Services P.O. Box 25414 Salt Lake City, UT 84125		5
7	State Office of Hispanic Affairs* Attn: Susie De La Cruz 324 S State Suite 500 Salt Lake City, UT 84111		5
8	Utah Work Force Services* Attn: Janelle Wright 5735 S Redwood Road Taylorsville, UT 84123		5

9	University of Utah Career Services* Attn: Amy Michaelson 350 Student Services Bldg SLC, UT 84112		5
10	Utah State University Career Services Attn: Trish Glowski 4305 Old Main Hill Logan, UT 84322-4305		
11	Director of Student Services Ogden Weber ATC 200 N. Washington Blvd Ogden, UT 84127		
12	Westminster College Career Center* Attn: Sarah Crowther 1840 S 1300 E Salt Lake City, UT 84105		5
13	Radio Ads		
14	Steven Henagar College Attn: Kathy Leany P.O. Box 9428 Ogden, UT 84409		
15	Alliance House, Inc Attn Pak Roskelly 1724 S. Main Street Salt Lake City, UT 84115		
16	Diversity Development Attn: Pania Heimuli 17060 West 2100 South Salt Lake City, UT 84199-2922		
17	University of Phoenix Alumni Association Attn: Britt Benner 5251 Green Street Murray, UT 84123		

18	U of U Instructional Media Services Attn: Jeanne Krogen 207 MBH Salt Lake City, UT 84112		
19	Utah State AFL-CIO job Club Attn: Karin Nielsen 2261 S Redwood Rd Ste A Salt Lake City, UT 84119		
20	U of U Center for Ethnic Student Affairs, Attn: Becky McKean 200 S. Central Campus Dr. #318 Salt Lake City, UT 84112		
21	U of U Disability Services Center Attn: Olga Nadeau 200 South Central Campus Dr #162 Salt Lake City, UT 84112		
22	U of U Women's Resource Center Attn: Mary Mattfeldt 200 S. Central Campus Dr #293 Salt Lake City UT 84112		
23	Utah State Office of Rehabilitation 5522 South 3200 West Salt Lake City, UT 84110-7802		
24	ITT Technical Institute Attn: Job Board 920 West Levoy Drive Murray UT 84123		
25	University of Utah		

26	VA Regional Office Attn: Darin Farr 550 Foothill Dr. Suite 202 Salt Lake City, Ut 84108		
27	Ogden Weber Community Action Attn: Shawna Sugihara 3159 Grant Ave Ogden, UT 84401		
28	LDS Employment Services 724 E 2100 South Salt Lake City, UT 84106		
29	Indeed.com		5
30	Salt Lake Community College Employment Center 4600 South Redwood Road, Salt Lake City UT 84123		
31	ZipRecruiter		5
32	Allaccess.com		1

*Indicates sources that have requested notification of job openings.

Annual EEO Public File Report Form

Covering the Period June 1, 2016 to May 31, 2017

Station (s) Comprising Station Employment Unit: KXRK(FM), KEGA(FM), KYMV(FM), KUDD(FM), KUUU(FM), KOVO(AM), and KALL(AM)

Section 3: Supplemental (Non-Vacancy Specific) Recruitment Activities
Undertaken by Stations

Internship Program: The station group posted to all local colleges and universities an internship program for each semester. The program was posted May 2016, September 2016, December 2016, and January 2017 to all divisions of higher education programs within the state. The interns work for one semester in their area of study to get a better understanding of the broadcast business and school credit. The Radio cluster uses as many interns as possible every semester in the operations area to expose the students the wide range of possibilities of careers that are in the broadcast industry. The radio cluster had 6 interns this past reporting period working in the promotions, operations and sales areas of our business.

Job Fairs: The station group attended 4 university/community job fairs during the reporting period; University of Utah, October 4, 2016, Utah Valley University, October 5, 2016, Utah State University, October 25, 2016, University of Utah, January 31, 2017.

Provision of Training: Training was held in August 2016 on EEO & FCC requirements. This was provided by the Director of Human Resources. The presentation reviewed the FCC's recruitment and recordkeeping requirements as well as how to properly document hiring procedures. This training also covered the FCC compliance and best practices.

EXHIBIT 3

University of Utah

<https://utah-csm.symplicity.com/employers/index.php>

Utah State University

<https://www.myinterfase.com/utahstate/employer/>

Brigham Young University

<https://byu-csm.symplicity.com/employers/index.php>

Utah Valley University

<https://www.myinterfase.com/uvu/employer/>

Salt Lake Community College

<http://www.slcc.edu/cses/info-for-employers.aspx>

Westminster

postjobs@westminstercollege.edu

LDS Business College

employmentcenter@ldsbc.edu

Eagle Gate College

<http://www.eaglegatecollege.edu/career-services/employer-job-board/>

Zip Recruiter

<https://www.ziprecruiter.com/>

KSL.com

<https://www.ksl.com/myaccount/listing-job>

Indeed.com

<https://www.indeed.com/>

Broadview University

<http://careerconnect.broadviewuniversity.edu/>

All Access

www.allaccess.com

Sales
Date of Hire 10/12/2015
(posted as "Account Executive")

From: KSL Jobs <noreply@mail17.wdc04.mandrillapp.com> on behalf of KSL Jobs <noreply@ksl.com>
Sent: Monday, September 28, 2015 4:26 PM
To: Emily Sargent
Subject: New Ad posted



[Jobs](#) [Home](#) [My Job Ads](#) [My Account](#) [Help](#)

Success! Your job listing is now live on KSL Jobs.

Thank you for posting with KSL Jobs. Please review the info for your listing below.



Account Executive

Salt Lake City, UT | **Posted Sep 28, 2015**

[View Your Listing »](#)

[Edit Your Listing »](#)

Want to fill your position faster? Make it a Featured Ad.

For as little as \$15 a day you can feature your job at the top of listings similar to yours.

[Upgrade My Ad »](#)

Make your listing a Top Job and fine tune your audience.

Feature your job listing in our Top Jobs Widget to target based on location and a user selected category.

[Upgrade My Ad »](#)

Sales
Dates of Hire 3/01/2016, 04/01/2016 and 05/23/2016
(posted as "Account Executive")

and

Account Executive
Date of Hire 08/08/2016

From: KSL Jobs <noreply@mail133-14.atl131.mandrillapp.com> on behalf of KSL Jobs <noreply@ksl.com>
Sent: Friday, January 15, 2016 4:05 PM
To: Emily Sargent
Subject: New Ad posted



[Jobs](#) [Home](#) [My Job Ads](#) [My Account](#) [Help](#)

Success! Your job listing is now live on KSL Jobs.

Thank you for posting with KSL Jobs. Please review the info for your listing below.



Account Executive - Broadway Media

Salt Lake City, UT | **Posted Jan 15, 2016**

[View Your Listing »](#)

[Edit Your Listing »](#)

Want to fill your position faster? Make it a Featured Ad.

For as little as \$15 a day you can feature your job at the top of listings similar to yours.

[Upgrade My Ad »](#)

Make your listing a Top Job and fine tune your audience.

Feature your job listing in our Top Jobs Widget to target based on location and a user selected category.

[Upgrade My Ad »](#)

Broadcast IT Admin
Date of Hire 08/10/2015
(posted as "Broadcast Production Manager")

FW: Broadway Media - Job Opening

Emily Sargent <esargent@bwaymedia.com>

Wed 4/11/2018 3:37 PM

To: Sarah Call <scall@bwaymedia.com>;

1 attachment

Broadcast IT Position Posting.docx;

From: Emily Sargent

Sent: Wednesday, June 24, 2015 3:28 PM

To: stephenanderson102@yahoo.com; apetersen@weber.edu; ptomala@broadviewuniversity.edu; jdwnaACP@att.net; jkrogen@ims.utah.edu; jmwatkins2002@yahoo.com; komiller@itt-tech.edu; lbolton@sa.utah.edu; office@calvaryslc.com; pwheeler@weber.edu; studentemployments@slcc.com; smithz@wellschap.com; postajob@utah.gov; walkert@owatc.edu; music@881weberfm.org; leojacobs@weber.edu; seichmeier@weber.edu; postjobs@westminstercollege.edu

Cc: Paige Andersen

Subject: Broadway Media - Job Opening

Hello,

Broadway Media has the attached position open. We are accepting resumes until July 15, 2015. Please have resumes sent to pandersen@bwaymedia.com.

Thank you,

Emily Sargent | Human Resources | 50 West Broadway Suite 200 Salt Lake City, UT 84101 | (801) 961-1195 | esargent@netwasatch.com

FOR IMMEDIATE RELEASE

JOB OPENING – BROADCAST PRODUCTION MANAGER

ABOUT BROADWAY MEDIA

Broadway Media is headquartered in Salt Lake City, Utah. Originally founded as Simmons Media in 1977, Broadway Media specializes in radio broadcasting, entertainment and local events through six terrestrial radio stations in the Salt Lake City DMA, including the number one rated X96 (KXRK) and its morning program Radio from Hell.

In 2014, Broadway Media purchased four digital billboards along I-15 in Utah County, and has also developed a digital media consulting division to expand the online presence of its radio stations, advertising and promotions.

Broadway Media has developing a state of the art property in downtown Salt Lake City at the corner of Broadway and West Temple, which will house its radio stations, digital division and other future entities.

Position Overview

Oversee the Broadway Media IT Infrastructure within the parameters specified by engineering as well as be able to work with an outside IT group.

General Responsibilities

- Recommend, install, maintain, and repair equipment necessary for the operation of the broadcast studios and multimedia production facilities. This equipment shall include, but is not limited to: desktop computers, file servers, Automation and Traffic systems, streaming audio systems, Nexgen and Adobes CC multimedia production workstations, and related infrastructure such as switches, routers, and wireless access points.
- Act as a local administrator and analyst of the facility, including Active Directory, e-mail, storage, and application servers. Fulfill role as a primary contact for IT disaster recovery, and local SOX compliance.
- Updates and maintain application tracking system.
- Document all equipment, wiring, and technical systems using software.
- Oversee local PBX administration, and deployment of hardware as needed.
- Support all end users of hardware and software in a broadcast station environment.
- Assist in planning and development of all aspects of broadcast station technical facilities, including studios, transmission, telephone systems, Intraplex systems, computer workstations, and Ethernet or wireless networks.
- Perform local IT systems troubleshooting, desktop support, networking, printer and copier setups, and business applications installations.
- Assist in instruction to non-technical colleagues on proper use of technical and computing equipment.
- Support station on-site at field operations during major events, including concerts or remotes when required.
- Maintain an accurate inventory of the equipment at the station, transmitter sites, and remote vehicles

- Other duties as assigned by engineering department and management, including general building maintenance and operations items.

Qualifications Preferred

- Experience with broadcast traffic, production, and other broadcast related equipment.
- Expert knowledge of multiple computing OS platforms and related software.
- Experience with MS Office Suite, including Outlook.
- File management, storage, backup, and archiving skills in a large, multi-user environment.
- Excellent problem-solving and troubleshooting skills with various components of IT systems
- Working knowledge of LAN networking technologies, including design and implementation.
- Familiarity with network security practices, including patch management and outbreak mitigation.
- Practical experience with VPN deployment and usage.
- Team player with good interpersonal skills, and willingness to assist others.
- Ability to communicate clearly and concisely both verbally and in writing with attention to documentation accuracy and detail.
- Must be self-motivated and organized with a desire to learn new skills as needed to assist the Director of Engineering in maintaining the entire broadcast facility and physical plant.

Experience Preferred

- Recent hands-on installation, maintenance, and support experience with broadcast studio production and automation systems, office desktop PCs, printers, file servers, routers and another related IT hardware and infrastructure.
- Minimum 3 years' experience in broadcast facilities or a related media environment preferred.
- Participation to be on call 24/7 and available for emergencies.

Education Preferred

- Bachelor's in electrical engineering, Computer Science, or related field experience preferred.
- Minimum Associates degree in Electronic or Broadcast Communications acceptable.
- Cisco or MS certifications desirable, but not required.

Reports To

- Local: Director of Engineering

Broadway Media is an Equal Opportunity Employer

Promotions Director
Date of Hire 05/06/2015

You have 99 unread Net News stories.

search by keyword ...

Home > All Forums > Job Market > Job Openings

Search

Forum Rules

KUDD/Salt Lake City Promotion Director

Forum rules

You can only post the job opening once in any 24 hour period. Please print your job opening for EOE records. Job openings will remain visible for 14 days. Do not post in this forum if you are looking for work. Please, go to Situations Wanted to post your availability.

No voiceover, voicetracking, or other business plugs, please!

Search this topic...

Search

1 post • Page 1 of 1

[Report this post \(. /report.php?f=10&p=61086\)](#)

KUDD/Salt Lake City Promotion Director (#p61086)

by obie3037 » Thu Jan 29, 2015 11:02 am

Salt Lake City Top 40/Mainstream KUDD-FM (Mix 107-9) is seeking applicants for Promotions Director.

Ideal candidates will have strong grasp of W18-49 demo, and understand the pop-culture scene of the Salt Lake City radio market.

Under PD's supervision, Promotions Director coordinates and manages all promotional activity; including on-air, online, and on-site promotions.

Responsibilities of this position may include the following:

Plan and lead the weekly sales promotion meeting including processing promotional requests for sales department, following up on pending items, brainstorming ideas for upcoming events and promotional activities

Create, organize and execute all station events

Interface with Account Executives and Sales Manager on a daily basis

Create revenue generating ideas, be available for meetings with any and all departments

Create, organize and execute on air, online and on-site copy, contests and promotions

Manage prizeing and contesting with station, winners and front desk

Meet regularly with programming staff to brainstorm ideas, contests and events

Manage station merchandise

Create/write proposals for giveaways, player and artist interviews and on site activities

Create contest rules for all station needs

Manage interns and part time street team staff

Maintain station vehicles, cameras and all supplies within the department

Understanding FCC Rules and Regulations when executing contests and promotions

Other duties as assigned

Requirements for this position include the following:

Highly organized and detail oriented

Excellent written and verbal communication

Professional, Friendly, personable, enthusiastic

Ability to multi task and deal with constantly evolving deadlines in a fast paced environment

Ability to manage staff at large events

Ability to work closely with high level clients and management

Ability to self-manage

Proficiency in Outlook, Excel, and Microsoft Word

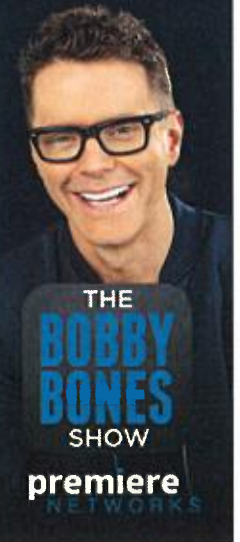
Must be available and willing to work evenings, weekends and holidays

Must be reachable via phone and/or email after business hours

MORNING'S LEADING MAN.

- ▶ CMA Award Winner
- ▶ ACM Award Winner
- ▶ National Radio Hall of Fame Inductee

Contact: Casey Silcock
at CSilcock@premiera
networks.com



On-Air ability

Applicants should send resume, any on-air materials, and salary requirements to:

mj@bwaymedia.com (<mailto:mj@bwaymedia.com>)

and

hr@bwaymedia.com (<mailto:hr@bwaymedia.com>)

Or can be dropped off in person at 50 W Broadway, Suite 200 Salt Lake City, UT.

Applications will be accepted thru Thu Feb 12th.

Broadway Media is an Equal Opportunity Employer

Top

1 post • Page 1 of 1

[Return to Job Openings](#)

Jump to: <input type="text" value="Job Openings"/> <input type="button" value="Go"/>
--

Powered by phpBB © 2000, 2002, 2005, 2007 phpBB Group

Sales
Date of Hire 09/01/2016
(posted as "Sales Assistant")

esargent@netwasatch.com

From: KSL Jobs <noreply@ksl.com>
Sent: Monday, August 1, 2016 2:25 PM
To: Emily Sargent
Subject: New Listing posted



Thanks for listing on KSL Jobs.

Ad #682972 Confirmation

Sales Assistant Broadway Media | Salt Lake City, UT | Posted Aug 01, 2016

[View Listing »](#) [Edit Listing »](#) [View All of My Listings »](#)



Want to fill your position faster? **Make it a Featured Listing.**
For as little as \$15 a day, you can feature your job at the top of listings similar to yours.

[Feature Your Listing](#)



Want to fine-tune your audience? **Make Your Listing a Top Job.**

Feature your job listing in our Top Jobs Widget to target based on location and a user-selected category.

[Upgrade Your Listing](#)

AREAS OF RESPONSIBILITY:

As the Sales Assistant you would assist Radio Account Executives with order entry and proposals, plus various other functions associated with the Marketron traffic system. You would provide the best possible service, projecting a professional, business-like, and friendly demeanor. A Sales Assistant may be assigned any duties within the Radio Sales Department as needed.

ESSENTIAL QUALIFICATIONS:

- Excellent organizational skills with a proven record of the ability to attend to details and accomplish tasks in an efficient and effective manner
- Typing accurately, performing secretarial functions as needed
- Ability to use software packages such as Microsoft Word, Excel, Powerpoint
- Various internet and graphics capabilities
- Assist Account Executives to prepare professional written and oral sales presentations and recaps with photos and webshots
- Work with limited supervision, confidential information and willing to resolve unexpected problems and be flexible to perform unscheduled assignment
- Self-starter, capable of performing under pressure to meet company deadlines, as the service performed affects the ability of others to do their work
- Consistently works hours required.
- Maintain a positive and cooperative rapport with staff
- Work in compliance with company policies and procedures
- Project an appropriate professional appearance and demeanor
- Working on marketing, communications or business degree preferred

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and or/ability required.

- High School Diploma or General Education Degree (GED) or 6-12 months related experience and/or training, or equivalent combination of education and experience.
- Excellent written and verbal communication skills
- Must be detail-oriented, flexible, and have the ability to multi-task.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met or may be encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The job requires regularly lifting/pushing up to 10 pounds and occasionally lifting/pushing more than 25 pounds or exerting heavy force, in a wide disparity of environmental conditions. The job involves standing, stooping, bending, lifting, pushing, etc.

General Manager
Date of Hire 05/01/2016

From: KSL Jobs <noreply@mail133-25.atl131.mandrillapp.com> on behalf of KSL Jobs <noreply@ksl.com>
Sent: Monday, February 22, 2016 5:16 PM
To: Emily Sargent
Subject: New Ad posted



[Jobs](#) [Home](#) [My Job Listings](#) [My Account](#) [Help](#)

Success! Your job listing is now live on KSL Jobs.

Thank you for posting with KSL Jobs. Please review the info for your listing below.



General Manager

Salt Lake City, UT | **Posted Feb 22, 2016**

[View Your Listing »](#)

[Edit Your Listing »](#)

Want to fill your position faster? Make it a Featured Ad.

For as little as \$15 a day you can feature your job at the top of listings similar to yours.

[Upgrade My Ad »](#)

Make your listing a Top Job and fine tune your audience.

Feature your job listing in our Top Jobs Widget to target based on location and a user selected category.

[Upgrade My Ad »](#)

Job Postings

[BACK](#)

Position Information

Job Title

General Manager

Position Type

Experienced Hire (Degree Required, 3+ Years Exp)

Number of Openings

1

Job Description

This person will be responsible for the overall operation of the following radio stations: KXRK, KUDD, KUUU, KEGA, KYMV, KALL and KOVO. This position requires business knowledge, leadership ability and a technical understanding of how the stations operate. The General Manager must meet or exceed assigned revenue budgets in a manner that will reflect the highest level of professional standards and skills and stay consistent with corporate policies, procedures, mission, commitments and core values.

Qualifications

- Minimum five years' experience in radio/digital business to business sales
- Minimum three years' experience in a radio/digital management position
- Verifiable track record in both sales and programming management
- Excellent skills and working knowledge of business procedures
- Ability to lead the sales effort to produce immediate, realistic sales results
- Ability to help develop sales plans and goals for radio group
- Studies and understands cluster's market and advertising climate
- Create and maintain excellent business/client relations with a large variety of clients
- Ability to function well under pressure and willing to work irregular hours
- Familiarity with industry, negotiating practices, marketing principals
- Ability to conceptualize and implement product marketing strategies
- Work effectively in a team environment
- Able to work compatibly with Broadway Media Group management
- Work in compliance with Company policies and procedures
- Project an appropriate professional appearance and demeanor
- Maintain a positive and cooperative rapport with staff, management and clients
- Ability to work with detailed work and research, plus a proven ability to effectively analyze matters and exercise good judgment

E-mail Address for Resumes
pandersen@bwaymedia.com

Automatic Application Packet Generation
No

Posting Details

id
15876

Posting Date
February 22, 2016

Expiration Date
February 26, 2016

Policy Affirmation
yes

Restrict Applications
Yes

Screening Criteria

Work Authorization
U.S. Citizen / U.S. National / Lawful Permanent Resident / Refugee / Asylee

Applicant Type
Current Student, Alumni

BACK



For Immediate Release

JOB TITLE: General Sales Manger

REPORTS TO: President

AREA OF RESPONSIBILITY: This person will be responsible for the overall operation of the following radio stations: KXRK, KUDD, KUUU, KEGA, KYMV, KALL and KOVO. This position requires business knowledge, leadership ability and a technical understanding of how the stations operate. The General Manager must meet or exceed assigned revenue budgets in a manner that will reflect the highest level of professional standards and skills and stay consistent with corporate policies, procedures, mission, commitments and core values.

ESSENTIAL QUALIFICATIONS:

- Minimum five years' experience in radio/digital business to business sales
- Minimum three years' experience in a radio/digital management position
- Verifiable track record in both sales and programming management
- Excellent skills and working knowledge of business procedures
- Ability to lead the sales effort to produce immediate, realistic sales results
- Ability to help develop sales plans and goals for radio group
- Studies and understands cluster's market and advertising climate
- Create and maintain excellent business/client relations with a large variety of clients
- Ability to function well under pressure and willing to work irregular hours
- Familiarity with industry, negotiating practices, marketing principals
- Ability to conceptualize and implement product marketing strategies
- Work effectively in a team environment
- Able to work compatibly with Broadway Media Group management
- Work in compliance with Company policies and procedures
- Project an appropriate professional appearance and demeanor
- Maintain a positive and cooperative rapport with staff, management and clients
- Ability to work with detailed work and research, plus a proven ability to effectively analyze matters and exercise good judgment

Send your resume and material to:

Paige Anderson, HR Director

Broadway Media

50 West Broadway Suite 200

Salt Lake City, UT. 84101

Or send your resume and links to your material to pandersen@bwaymedia.com

Subject line: General Sales Manager Position

Broadway Media is an Equal Opportunity Employer

General Manger
Date of Hire 10/17/2016
(posted as "Sales Manager")

esargent@netwasatch.com

From: KSL Jobs <noreply@ksl.com>
Sent: Wednesday, August 10, 2016 9:41 AM
To: Emily Sargent
Subject: New Listing posted



Thanks for listing on KSL Jobs.

Ad #684944 Confirmation

[Sales Manager Broadway Media](#) | Salt Lake City, UT | Posted Aug 10, 2016

[View Listing »](#) [Edit Listing »](#) [View All of My Listings »](#)



Want to fill your position faster? **Make it a Featured Listing.**

For as little as \$15 a day, you can feature your job at the top of listings similar to yours.

[Feature Your Listing](#)



Want to fine-tune your audience? **Make Your Listing a Top Job.**

Feature your job listing in our Top Jobs Widget to target based on location and a user-selected category.

[Upgrade Your Listing](#)

SUMMARY:

Prospect and cultivate new advertisers, while maintaining and developing current station advertisers. Provide Radio/advertising information to new and existing clients. Create advertising/branding campaigns for customers and its clients the best possible service while projecting a professional, business-like, and friendly demeanor. Key to this position are the procurement and maintenance of valuable relationships with media, clients, and business influences on the local, national and industry levels. In addition to Managing a client list, the Sales manager is responsible for sales team and sales budget.

ESSENTIAL FUNCTIONS:

The following list of functions is descriptive of the work to be performed but it should not be construed as an exhaustive list of responsibilities, functions or tasks that the job may require.

- Responsible for all team sales activities and sales budgets.
- Hire and Manage station Account Executives.
- Create an environment for personal accountability, professionalism and personal achievement.
- Scheduling appointments with new and existing clients at their place of business.
- Consult with company officials, sales departments, and advertising agencies in order to develop promotional plans.
- Prepare and deliver sales presentations to new and existing customers in order to sell new advertising programs, to protect and increase existing advertising.
- Ability to produce immediate, positive sales results to meet sales goals.
- Excellent organizational skills with a proven record of the ability to attend to details and accomplish tasks in an efficient and effective manner.
- Work with limited supervision, confidential information and willingness to resolve unexpected problems and be flexible to perform unscheduled assignments.
- Work effectively in a team environment.
- Self-motivated, capable of performing under pressure to meet client deadlines.
- Consistently works hours required and willing to work irregular hours.
- Maintain a positive and cooperative rapport with staff, management, and clients
- Work in compliance with Company policies and procedures.
- Maintain pleasant, appropriate and professional appearance and demeanor.

NON-ESSENTIAL FUNCTIONS:

- Assist with other duties as assigned

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and or/ability required.

- Bachelor's degree in business or related field with five (5) years experience in related fields
- Basic knowledge/understanding of the evolving media business
- Excellent written and verbal communication skills

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met or may be encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The job requires regularly lifting/pushing up to 10 pounds and occasionally lifting/pushing more than 25 pounds or exerting heavy force, in a wide disparity or environmental conditions. The job involves standing, stooping, bending, lifting, pushing, etc.



For Immediate Release

JOB TITLE: General Sales Manger

REPORTS TO: President

AREA OF RESPONSIBILITY: This person will be responsible for the overall operation of the following radio stations: KXRK, KUDD, KUUU, KEGA, KYMV, KALL and KOVO. This position requires business knowledge, leadership ability and a technical understanding of how the stations operate. The General Manager must meet or exceed assigned revenue budgets in a manner that will reflect the highest level of professional standards and skills and stay consistent with corporate policies, procedures, mission, commitments and core values.

ESSENTIAL QUALIFICATIONS:

- Minimum five years' experience in radio/digital business to business sales
- Minimum three years' experience in a radio/digital management position
- Verifiable track record in both sales and programming management
- Excellent skills and working knowledge of business procedures
- Ability to lead the sales effort to produce immediate, realistic sales results
- Ability to help develop sales plans and goals for radio group
- Studies and understands cluster's market and advertising climate
- Create and maintain excellent business/client relations with a large variety of clients
- Ability to function well under pressure and willing to work irregular hours
- Familiarity with industry, negotiating practices, marketing principals
- Ability to conceptualize and implement product marketing strategies
- Work effectively in a team environment
- Able to work compatibly with Broadway Media Group management
- Work in compliance with Company policies and procedures
- Project an appropriate professional appearance and demeanor
- Maintain a positive and cooperative rapport with staff, management and clients
- Ability to work with detailed work and research, plus a proven ability to effectively analyze matters and exercise good judgment

Send your resume and material to:

Paige Anderson, HR Director

Broadway Media

50 West Broadway Suite 200

Salt Lake City, UT. 84101

Or send your resume and links to your material to pandersen@bwaymedia.com

Subject line: General Sales Manager Position

Broadway Media is an Equal Opportunity Employer

On Air Personality
Dates of Hire 12/19/2016 and 01/01/2017



ALT-ROCK

You have 99 unread Net News stories.

search by keyword ...

Home > All Forums > Job Market > Job Openings



Search

Forum Rules

User Control Panel (0 new messages) • View your posts

On-Air Rhythmic in Salt Lake City

Forum rules

You can only post the job opening once in any 24 hour period. Please print your job opening for EOE records. Job openings will remain visible for 14 days. Do not post in this forum if you are looking for work. Please, go to Situations Wanted to post your availability.

No voiceover, voicetracking, or other business plugs, please!

Search this topic...

Search

1 post • Page 1 of 1

[Report this post](#)

On-Air Rhythmic in Salt Lake City

by [djerockalypze](#) » Thu Oct 20, 2016 12:04 pm

Rhythmic/KUUU seeks on-air talent with possibility of Music Director position.

Top candidates will have 3+ years of on-air experience and will do a show, not a shift.

Broadway Media is locally owned and operated out of Salt Lake City; being part of the community is a MUST.

Experience with Music Director duties is also a major plus.

Please email mp3 (2min), resume, head shots, and salary requirements to djerockalypze@bwaymedia.com

No calls please. EOE, all races and genders encouraged to apply.

[djerockalypze](#)

Posts: 1

Joined: Thu Aug 04, 2011 1:36 pm

[Private message](#)

[Top](#)

1 post • Page 1 of 1

[Return to Job Openings](#)

Jump to:

Job Openings

Go

[Board index](#)

[Subscribe topic](#)

[Bookmark topic](#)

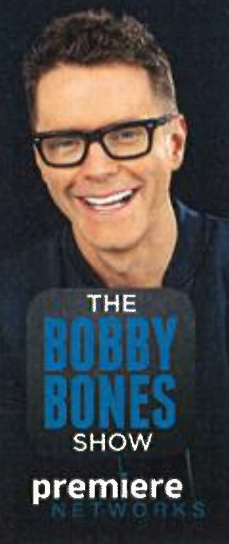
The team • All times are UTC - 8 hours [DST]

Powered by [phpBB](#) © 2000, 2002, 2005, 2007 phpBB Group

MORNING'S LEADING MAN.

- ▶ CMA Award Winner
- ▶ ACM Award Winner
- ▶ National Radio Hall of Fame Inductee

Contact: Casey Silcock
at CSilcock@premiere-networks.com



Office Manager
Date of Hire 09/01/2016

esargent@netwasatch.com

From: KSL Jobs <noreply@ksl.com>
Sent: Friday, July 22, 2016 4:26 PM
To: Emily Sargent
Subject: New Listing posted



Thanks for listing on KSL Jobs.

Ad #681210 Confirmation

Office Manager Broadway Media | Salt Lake City, UT | Posted Jul 22, 2016

[View Listing »](#) [Edit Listing »](#) [View All of My Listings »](#)



Want to fill your position faster? **Make it a Featured Listing.**
For as little as \$15 a day, you can feature your job at the top of listings similar to yours.

[Feature Your Listing](#)



Want to fine-tune your audience? **Make Your Listing a Top Job.**

Feature your job listing in our Top Jobs Widget to target based on location and a user-selected category.

[Upgrade Your Listing](#)

SUMMARY:

This at-will position provides administrative support to the department and manager. Duties include general clerical, receptionist, and project based work. Employee must project a professional company image through in-person, written and phone interaction.

ESSENTIAL FUNCTIONS:

The following list of functions is descriptive of the work to be performed but it should not be construed as an exhaustive list of responsibilities, functions, or tasks that the job may require.

- Oversees all aspects of general office coordination, including times and dates for meetings in conference rooms.
- Interacts with clients, vendors, and visitors.
- Performs general clerical duties, including, but not limited to, copying, faxing, mailing, and filing and retrieving organizational documents, records, and reports.
- Attends meetings as requested in order to record minutes. Compiles, transcribes, and distributes those meeting minutes.
- Assists with management of Billboard Sales: incoming calls, salesperson assignments, and follow up with sales managers
- Sales reports for Radio Stations and Billboards
- Assist the Accounting Department with accounts receivable/payable, general ledger, reconciliations and other accounting duties as assigned.
- Date input through check generation and disbursement.
- Manage cash deposits and accounts receivable system maintenance.
- Supervise Receptionists and manage duties of the Reception area.

NON-ESSENTIAL FUNCTIONS:

- Assists with other duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications:

- Minimum 2-5 years of experience in an office environment.
- High school diploma or equivalent.
- Strong interpersonal skills, ability to communicate and manage well at all levels of the organization and with staff at remote locations essential.
- Strong problem solving and creative skills and the ability to exercise sound judgment and make decisions based on accurate and timely analyses.
- Thorough knowledge of word processing and spreadsheets.
 - Microsoft Word
 - Excel
 - Quickbooks and Dynamics preferred
- High level of integrity and dependability with a strong sense of urgency and results-orientation.
- Ability to prioritize work assignments.

Send your resume and material to:

Paige Anderson, HR Director

Broadway Media

50 West Broadway Suite 200

Salt Lake City, UT. 84101

Or send your resume and links to your material to pandersen@bwaymedia.com

Subject line: Office Manager Position

Broadway Media is an Equal Opportunity Employer

EXHIBIT 4

FCC training time again!

Paige Andersen <pandersen@bwaymedia.com>

Mon 6/8/2015 1:20 PM

To: Adam Harmon <aharmon@bwaymedia.com>; Alan Hague <ahague@bwaymedia.com>; Alesha Bayha <abayha@bwaymedia.com>; Alisha Archibald <aarchibald@bwaymedia.com>; Ann Nielson <anielson@bwaymedia.com>; Aric Vance <avance@bwaymedia.com>; Ben Wille <ben@realmediaslc.com>;

He Everyone,

It's your favorite time of year again – time for the annual MANDATORY FCC training. We will be holding trainings in the Cantina this week. Please e-mail me back with the date and time you would like to attend.

Wednesday, June 10th:

11:00

Or

2:00

Thursday, June 11th:

11:00

Or

2:00

Thanks for your cooperation in making sure everyone is trained this year.

Paige Andersen

Human Resources | Broadway Media | 50 W. Broadway, Suite #200, Salt Lake City, UT 84101 | Office: 801-961-1197

| Email: pandersen@bwaymedia.com

Mandatory FCC Compliance Training

Paige Andersen <pandersen@bwaymedia.com>

Fri 6/17/2016 3:55 PM

Bcc: 'Tyler Lindsey' <tlindsey@bwaymedia.com>; Daniel Cowan <dcowan@bwaymedia.com>; 'David Glauser' <dglauser@bwaymedia.com>; thomepili@gmail.com <thomepili@gmail.com>; 'tallen@bwaymedia.com' <tallen@bwaymedia.com>; Jeremy Mauss <jeremy@espn960sports.com>; Jon LaFollette <jonlafol@gmail.com>;

2 attachments

FCC Compliance Guide.pdf; 2016 FCC Compliance Agreement.pdf;

Hi Everyone,

It time to complete the yearly FCC Compliance training. This year we've made the process much easier to complete. Please follow the instructions below:

1. Click on the link and listen to the FCC Compliance Training audio IN FULL.

<https://youtu.be/AG7OXetMQ5E>

2. Reach the attached **FCC Compliance Guide** IN FULL.
3. Print the attached **2016 FCC Compliance Agreement**
 - a. Check each both indicating that you have both listed to the audio and read the guide.
 - b. Sign and date.
 - c. Turn into HR.

Supervisors – If you have interns that report to you, please make sure they complete the training.

All FCC Compliance Agreements need to be turned in by Wednesday, June 22nd.

Thanks everyone for your cooperation in 100% participation by Wednesday.

Paige Andersen

Human Resources | Broadway Media | 50 W. Broadway, Suite #200, Salt Lake City, UT 84101 | Office: 801-961-1197

| Email: pandersen@bwaymedia.com

EXHIBIT 5

FW: Recruit Alumni Only Career Fair

Emily Sargent <esargent@netwasatch.com>

Thu 2/5/2015 8:51 AM

To: Amy Bischoff <abischoff@bwaymedia.com>;

I won't be here for this, but I can sign us up if you want.

Emily Sargent | Human Resources | 50 West Broadway Suite 200 Salt Lake City, UT 84101 | (801) 961-1195 | esargent@netwasatch.com

From: jswaner@sa.utah.edu [mailto:jswaner@sa.utah.edu]

Sent: Wednesday, February 04, 2015 5:55 PM

To: Emily Sargent

Subject: Recruit Alumni Only Career Fair

Dear Emily,

We have partnered again for a "Hire Salt Lake City Alumni only" targeted career fair in June.

"Hire SLC Alumni Only Career Fair"

Tuesday, June 2, from 11 a.m.-2:30 p.m.

Union Ballroom, University of Utah, 200 South Central Campus Drive, SLC

Don't miss the ***"Hire SLC Alumni Only Career Fair"*** at the University of Utah, with participating colleges and universities from across the state. This is a great opportunity to find diverse talent.

Last November, we had 13 universities and 100 employers participate in our alumni-only recruiting event. This event provides hard-to-find talent in finance, investment banking, marketing, technology, media, nonprofit, consulting and more. Join us for this event to find experienced job seekers. Space is limited.

The University of Utah is the host, and our partner schools are: Brigham Young University, Utah State University, Utah Valley University, Southern Utah University, Westminster College, Weber State University, and Dixie State University.

Register: <https://hireslcjune2015.eventbrite.com>

- Early Bird registration is \$399 until May 1, 2015 (then \$499)
- Early Bird nonprofit and government rate is \$349 until June 1, 2015

Mention that you heard about this from Alumni Career Services at the University of Utah.

Questions?

- Kelly Grunther, 917-841-2657, kelly@gohiretalent.com
- Julie Swaner, 801-585-5036, jswaner@sa.utah.edu

4/10/2018

FW: Recruit Alumni Only Career Fair - Amy Bischoff

Julie Swaner, Ph.D.
Director, Alumni Career Programs
University of Utah Alumni Association
201 South 1460 East, 350 SSB
Salt Lake City, Utah 84112-9058
Office 801-585-5036, Fax 801-581-5217
jswaner@sa.utah.edu

Sarah Call

From: Sarah Call
Sent: Thursday, September 17, 2015 4:37 PM
To: Paige Andersen; Emily Sargent (esargent@bwaymedia.com)
Subject: FW: SLCC Fall 2015 Job Fair
Attachments: Fall 2015 Job Fair- Employer Information.doc; TR Campus 2015.pdf

I've registered for the attached job fair. Does Broadway or Real have any open positions?

From: Samantha Faupula [mailto:samantha.faupula@slcc.edu]
Sent: Thursday, September 17, 2015 3:26 PM
Subject: SLCC Fall 2015 Job Fair

Hello Job Fair Participants,

We are excited to have you participate in our upcoming Fall Job Fair next week Tuesday. Attached you will find information regarding the day of the job fair and a map of the campus. If you have any other questions, please feel free to contact me.

Thank you and we look forward to seeing you!

Samantha L. Faupula

Administrative Assistant
Career and Student Employment Services
Salt Lake Community College
4600 S. Redwood Road
Salt Lake City, UT 84123
801-957-4660 (Office)
801-957-4071 (Fax)

YOU'RE HIRED! (Hey, it could happen.)		Join us in the LAC for the FALL JOB FAIR TUESDAY, SEPTEMBER 22, 2015 Dress professionally and bring your resume.	
---	---	---	---



September 17, 2015

Job Fair Participant:

We appreciate your willingness to participate in our Fall Job Fair.

JOB FAIR INFORMATION AND INSTRUCTIONS

When: Tuesday, September 22nd, 2015 from 8:30 a.m. to 2:00 p.m.

Set-up time: 7:30 a.m. on Tuesday, September 22nd, 2015.

Location: Lifetime Activity Center (LAC) Bruin Arena of Salt Lake Community College Taylorsville Redwood Campus located at 4600 South Redwood Road.
<http://www.slcc.edu/locations/taylorsville-redwood-campus.aspx>

Instructions: Please park in Lot U, which is nearest to the LAC. If you park in the Visitor's Paid Parking, you will be required to pay. See attached campus map.
Check-in at the Employer Registration/Check-In Table and you will be directed to your assigned table/booth.

Booths: Standard 8' table with table cloth, chairs, wireless internet, and access to electrical outlet.

Interview Booths: Tables/booths will be available on the day of the job fair for your convenience.

Hand-outs: If you are providing some kind of hand-out/brochure for job fair attendees, please be sure that you have enough hand-outs/brochures as we do not have access to a copy machine at this particular venue. However, there is a copy center located in the Student Center, if you choose to utilize their services; you will need to pay for any copies made.

Amenities: Free parking
Continental Breakfast/Coffee/Hot Chocolate
Hot Sandwich Buffet
Complimentary Water/Lemonade

Job Fair Tips for Employers: See page two.

Please direct any questions / requests you may have to Samantha Faupula at:
Samantha.faupula@slcc.edu or 801-957-4660.

We value your participation and we look forward to working with you.

Salt Lake Community College (SLCC) Career & Student Employment Services

Job Fair Tips for Employers

Our goal is to provide “face time” between you and our students to allow for employers to recruit for their staffing needs.

- **You want to make a good first impression**, so make sure whoever is staffing the booth is fully informed and prepared to talk with students about your organization, the position(s) you’re recruiting for, and, your hiring procedures/policies.
- **If you are unable to accept resumes** at the Job Fair, you’ll want to be able to explain why, what the alternate application procedures are, and, why it is still beneficial that students speak with you at the Job Fair. You may want to request that students provide contact information for your follow up with them.
- **Know what you want to accomplish**: Are you recruiting for full-time, part-time or internship positions? What SLCC majors are you most interested in? Do you want to introduce the applicants to your organization or are you hoping to maintain your presence and visibility at SLCC? This can guide your Job Fair strategy.
- **The best way to welcome** potential new employees is to stand, not sit, at your exhibit. Be proactive in inviting students to approach you; consider asking open-ended, yet specific questions (i.e., “Are you interested in an IT career with the country’s leading software manufacturer?”). Avoid the “hard sell” and consider a softer, informative style.
- **Bring business cards** and wear a nametag.
- **Consider sending employees who** are SLCC alums and/or current SLCC students interning at your organization to the Job Fair.
- **Be sure to set up on-time** (as it’s often the most motivated students who arrive earliest in the day).
- **After the Job Fair, respond** to all inquiries personally ASAP to reinforce your good image and to “strike while the iron is hot.”
- **Interesting give away items**, exciting displays, and **engaging staff** are the best ways to generate interest among candidates.

Visit: <http://www.slcc.edu/seces/index.aspx> for more information about SLCC Career & Student Employment Services

Sarah Call

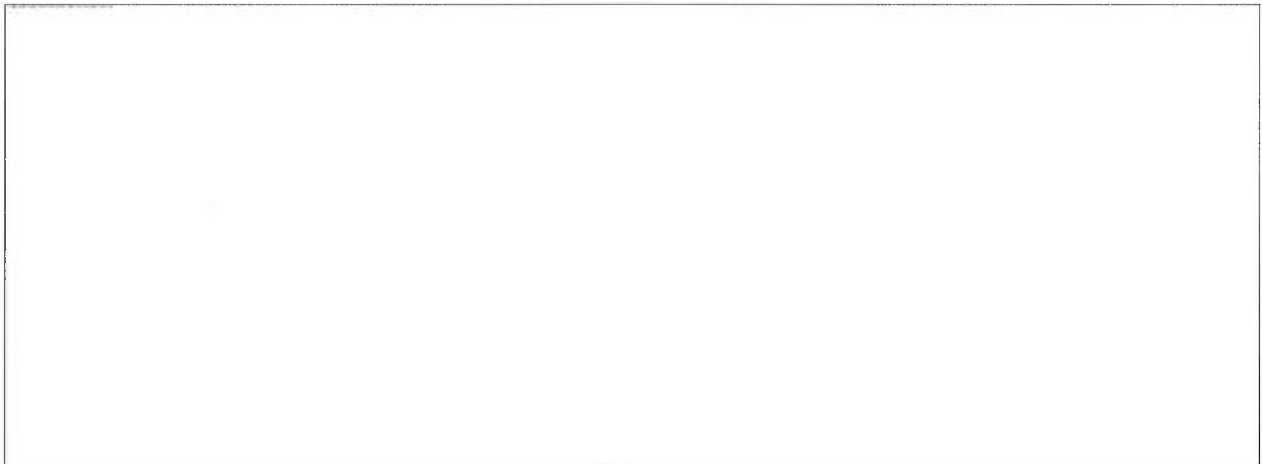
Subject: FW: University of Utah 2015 Fall Career Fairs

From: <careerfair@sa.utah.edu>

Date: May 4, 2015 at 1:29:48 PM MDT

To: <scall@netwasatch.com>

Subject: University of Utah 2015 Fall Career Fairs



Registration is now open!

University of Utah Career Services is excited to announce that registration is now open for the 2015

Fall Career Fairs. This year's Science & Engineering Career Fair will be held on Tuesday, September

22, 2015 and the Business & Liberal Arts Career Fair will be held on Tuesday, September 29, 2015.

Employers who offer full-time, permanent, degreed positions and degree-related internships are invited to attend.

Registration will take place in our online database, UCareerPath. To login to your UCareerPath

account, please go to <http://careers.utah.edu/employers> and click on the UCareerPath icon.

After logging in, Simply click on Events to access the registration. Please note that both fairs are now in one registration form.

Early Registration

Cost: \$375 standard

\$175 non-profit

Deadline: June 5

Standard Registration

Cost: \$425 standard

\$200 non-profit

Deadline: August 28

Late Registration

Cost: \$525 standard

\$250 non-profit

Deadline: September 11

Become a Career Fair Sponsor

Sponsoring one of the 2015 Fall Career Fairs is a great way to publicize your organization to students!

Sponsorship is \$1500 and includes:

- Registration for one of the Career Fairs
 - Premium location at the Career Fair
 - Company logo featured on home screen of our Career Fair app
 - Company name featured at top of employer attendee list for students
 - Recognized on the Career Services website homepage
 - One (1) reserved premium parking spot
 - Marketing on all Career Services social media outlets
 - Recognition on Employer Career Fair Maps, given to each student
 - Highlighted in various locations in the University Union the day of the fair
 - Company logo included in Career Services Career Fair window display for an entire semester
-

Additional On-Campus Recruiting

To schedule on-campus interviews/information sessions in conjunction to the Career Fair, please request them in UCareerPath or contact our Recruiting Coordinator at (801) 581-6186.

We look forward to seeing you in September!

More information about the fair may be found on our website at:

<http://careers.utah.edu/employers/career-fairs/>

Sarah Call

Subject: Your Invitation to Utah State's 2015 Fall Career Fair

From: <Career.services@usu.edu>

Date: August 18, 2015 at 9:14:39 AM MDT

To: <scall@netwasatch.com>

Subject: Your Invitation to Utah State's 2015 Fall Career Fair

Your exclusive invitation to Utah State's



CAREER FAIR

Register at usu.edu/career



CONTACT:

Diana Maughan

435.797.1746

diana.maughan@usu.edu

OCTOBER 21, 2015

9:30am – 2:30pm

Taggart Student Center Ballroom

4305 Old Main Hill
Utah State University
Logan, UT 84322-4305

ALLOW CAREER SERVICES TO:

*Post positions and plan
campus recruiting visits*

REGISTER EARLY

*Attendance is limited and
table location is based on
date of registration*

Sincerely,

Utah State University Career Services
usu.edu/career

(435) 797 - 7777

Receipt Date: September 30, 2016
Receipt Number: 20160930-00001

Send Payment To:

University of Utah Career Services
ATTN: Career Fair
201 South 1460 East, Room 350
Salt Lake City, UT 84112

Details:

Charges	Cost
Business & Liberal Arts Career Fair - Tuesday, October 4, 2016 Late Registration (Career Fair Registration) October 04, 2016	(1.00 @ 450.00) \$450.00
Subtotal:	\$450.00

Payments	Amount
Sep 30, 2016	(\$ 450.00)
Total Paid:	(\$ 450.00)

Balance Due:	\$(0.00)
--------------	----------

This invoice has been paid in full.

Payment must be received at least ten (10) days prior to the fair unless other arrangements have been made.

Event

Page 1 of 1



INVOICE

DATE: 9/29/2016

Bill To:

Paige Andersen
Broadway Media, LLC
50 West Broadway
Salt Lake City, UT 84101

Invoice #: 5190

Invoice Generated: 9/29/2016

Registration Date: 9/29/2016

Payment Method: Credit Card

PO Number:

Event: Fall 2016 Career & Internship Fair

Event Date: 10/5/2016 - 10/5/2016

DESCRIPTION	AMOUNT	QUANTITY	TOTAL
Standard Package: \$350.00 Includes 6 ft. recruiting table with tablecloth, continental breakfast and catered lunch for two recruiters, parking in Parking Garage and unlimited drink refills.	\$350.00	1	\$350.00
Total			\$350.00
Amount Paid			\$0.00
Amount Due			\$350.00

Invoices paid on or before August 22, 2016 will receive Early Pricing. Payments made after August 22, 2016 will be \$15 more. If you have any questions concerning this invoice please contact our office. We appreciate your interest in recruiting at UVU and look forward to working with you!

Mngr Approval
Actg Approval
Received Date
Posted Date
GL Code

UVU Career Development Center
800 West University Parkway, Orem, Utah 84058-6703
801-865-6364 • www.uvu.edu/cdc • careerdevcenter@uvu.edu

900-60355

pd w Blake's card.

UVUPay Payment Receipt

Page 1 of 1



Online Payment

Powered By Authorize.Net

[Continue](#)

This is your receipt. You may [print](#) this page for your records.
This receipt has also been e-mailed to you if you provided a valid e-mail address.

Payment Information

Merchant:	UVUPAY - CSSEEMPPAY
Date/Time:	09/29/2016 11:45:08
Payment Method:	Credit Card (Ending in 6220)
Authorization:	This transaction has been approved.
Authorization Code:	029203

Customer Information

First Name:	Paige
Last Name:	Andersen
Address:	50 W. Broadway
City:	Salt Lake City
State/Province:	UT
Zip/Postal Code:	84101
Phone:	801-961-1197
E-Mail:	pandersen@bwaymedia.com

Order Information

Invoice Number:	31.1811241
Item Description	Amount
Fall Internship and Career Fair	\$ 350.00
Total Amount:	\$ 350.00



FALL CAREER FAIR INVOICE

Utah State University
Career Services

DATE: 10/7/2016

Bill To:

Paige Andersen
Broadway Media
50 West Broadway, Suite 200
Salt Lake City, UT 84101

Invoice #:5070

Invoice Generated:10/7/2016

Registration Date: 10/7/2016

Payment Method: Credit Card

PO Number:

Event:Fall Career Fair 2016

Event Date: 10/25/2016 - 10/25/2016

DESCRIPTION	AMOUNT	QUANTITY	TOTAL
FALL CAREER FAIR - Tuesday, October 25, 2016 TWO recruiters and an 8 foot table	\$400.00	1	\$400.00
Total			\$400.00
Amount Paid			\$400.00
Amount Due			\$0.00

PAYMENT INFORMATION:

We must receive all payments prior to the Career Fair. We understand many government agencies are unable to do this. Please make arrangements with us if this is a problem.

Check Payments:

Make check payable to Utah State University, Career Services and mail to:
Career Services, Utah State University
ATTN: Career Event Registration
4305 Old Main Hill
Logan, UT 84322-4305

Sorry, we do not accept purchase orders.

SHIPPING INFORMATION:

You may ship materials to our office at the address listed above.

CANCELLATIONS:

Cancellations must be made TEN BUSINESS DAYS PRIOR to the Career Fair. Cancellations after that time will not be refunded.

KEEP A COPY OF THIS INVOICE FOR YOUR RECORDS

Utah State University, Career Services -- <http://www.usu.edu/career> --
435-797-1746 -- diana.maughan@usu.edu

THANK YOU FOR YOUR BUSINESS!

OCT 10 2016
900-6355
pd w/ Kayvon's card